

**SUMMARY OF THE
JOINT TRANSITION AD HOC/PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
APRIL 10, 2002**

The Transition Ad Hoc and Program Policy and Structure Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, April 10, 2002, at 1:00 p.m. Eastern Daylight Time (EDT) via teleconference. Transition Committee Chairperson Dr. Paul Kimsey of the California Department of Health Services led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items that follow.

REVIEW OF PREVIOUS MINUTES

The minutes from the February 27, 2002, teleconference were reviewed and approved as submitted. The minutes from the March 27, 2002, teleconference were reviewed and approved as amended. The minutes from March 13, 2002, will be reviewed at the next teleconference.

INTRODUCTION AND WELCOME

Dr. Kimsey welcomed members of both committees to this joint meeting, as well as the new Transition Committee member, Jeff Flowers, and invited guest Jerry Parr.

FINAL REVIEW OF CONSTITUTION AND BYLAWS

The committees proceeded to make a final review of the modified Constitution and Bylaws for NELAC, which had been voted on and approved at the last teleconference, prior to the document being presented to the Board of Directors. Some minor changes were suggested and Dr. Jackson will make these changes prior to tomorrow's presentation. Dr. Jackson will brief the Board of Directors on the changes to the Constitution and Bylaws and they will be posted on the NELAC website by May 15, 2002. Any further modifications to this document will be made at NELAC 8. Mr. Parr suggested that a one-page paper be put together listing pros and cons of a specified number of officials of NELAP Accrediting Authorities on the Board of Directors and certain committees. Dr. Jackson and Deb Loring offered to prepare this document and circulate it to the members prior to the next teleconference.

PRESENTATION AT NELAC 8

A presentation at NELAC 8 will be made jointly by both the Transition and Program Policy and Structure Committees on Tuesday, July 9, from 2:00 p.m. to 5:00 p.m. Drs. Jackson and Kimsey will begin the process of preparing for this presentation by utilizing the lists of suggested key points obtained during the Dallas meeting and organizing the sequence of the presentation prior to the next teleconference. Dr. Kimsey stressed that one of the key points of the presentation would be to address how the new structure would better support the conference and EPA.

Drs. Jackson and Kimsey will contact standards development organizations, invite them to make

a presentation, and give them needed information to enable them to make an appropriate presentation. Any presentations made by these invited organizations will have to take place during the above referenced three-hour timeframe.

It was also recommended that a facilitator be utilized to help the chairs control the schedule and times.

LONG-TERM STRATEGIC PLAN

Carol Batterton mentioned that during the Dallas meeting, the topic of developing an overall strategic plan had been broached. She voiced a concern that having only Constitution and Bylaws prepared is not enough to have ready by NELAC 8. Ms. Batterton was of the opinion that the EPA would want to see some commitment made on the issue of when the EPA would be relieved of those administrative duties which would be given to the non-profit organization.

Mr. Parr mentioned that he had recently spoken with David Friedman regarding funding issues for the general support of NELAC. He stated that Mr. Friedman felt that someone should address this issue with Linda Fisher and give her a plan as to what direction NELAC is moving in. Barbara Finazzo indicated that plans are in place for Ms. Fisher to be briefed internally by EPA. Ms. Hankins advised that no action should take place to approach Ms. Fisher until after the briefing. Ms. Hankins will put on the agenda for tomorrow's Board of Directors meeting that the EPA is planning to talk with Ms. Fisher.

Ms. Finazzo indicated that at some point the EPA's role is going to be predominately for the Standards Adoption Organization and it will not continue to support funding of committees as is currently found under the present NELAC structure. Therefore, more consideration needs to be given long-term as to how NELAC is going to become more self-sufficient and how standards developing organizations will be able to sustain themselves. Dr. Jackson indicated that the goal set forth in Dallas was that a smooth transition into the new system would hopefully occur by NELAC 9. Dr. Kimsey noted the importance of the need for the Board of Directors to keep the strategic plan on their agendas and ensure the continuation of the process begun by the Transition Committee. Ms. Hankins will also add the topic of long-term strategic plan to the agenda of the Board of Directors for tomorrow.

SPEAKER NEEDED

Mr. Parr mentioned that a speaker is needed for the Waste Testing and Quality Assurance Symposium sponsored by EPA and ACIL, in Washington, DC, August 11-15, 2002. Dr. Kimsey will arrange to have someone present an overview on the changes occurring in NELAC and asked Mr. Parr to send any information available to him via e-mail.

FUTURE TELECONFERENCES

The next teleconference will be April 24, 2002, at 1:00 p.m. EDT. As Dr. Kimsey will not be

available for this teleconference, Dr. Jackson will chair this joint meeting. Dr. Kimsey will set up teleconference lines for that date.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

**ACTION ITEMS
TRANSITION AD HOC & PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
APRIL 10, 2002**

Item No.	Date Proposed	Action	Date to be Completed
1.	03/27/02	Ms. Hankins will distribute the proposed modification of the Constitution and Bylaws to all committee chairs and ELAB, and have it posted on the NELAC website.	05/15/02
2.	04/10/02	Dr. Jackson and Deb Loring will create a one-page paper listing pros and cons of a specified number of officials of NELAP Accrediting Authorities on the Board of Directors and certain committees and circulate it to the members prior to the next teleconference.	04/24/02
3.	04/10/02	Drs. Jackson and Kimsey will begin the process of preparing for the NELAC 8 presentation by utilizing the lists of suggested key points obtained during the Dallas meeting and organizing the sequence of the presentation prior to the next teleconference.	04/24/02
4.	04/10/02	Drs. Jackson and Kimsey will invite standards development organizations to make a presentation at NELAC 8.	ASAP

**PARTICIPANTS
TRANSITION AD HOC & PROGRAM POLICY & STRUCTURE COMMITTEE MEETING
APRIL 10, 2002**

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